

All information on this form is mandatory. Incomplete forms submitted for payment will not be acted upon.

STUDENT ACCOUNTING FORM INSTRUCTIONS ON REVERSE

Forms must be postmarked to CG-1323 within 2 days of registration. Late fees incurred due to late submittal will be the responsibility of student. Also acceptable to Fax: (202) 267-4493, Attn: SK1 Zagaruyka, or send by E-mail to advancededucation@comdt.uscg.mil.

Name (Last, First, MI)

Rank/Rate

Social Security No.

Employee No.

Program (Example: ACET/Info Tech/Aero Eng)

Graduate ____ or Undergraduate ____

TUITION DUE DATE:

* For tuition breakdown use worksheet at the bottom of page 2

Tuition Amount (see note*)

\$

** An itemized breakdown from the University is required prior to TQC authorizing reimbursement for any fees associated with attainment of your degree.

** Plus Mandatory Fees:
(attach itemized list!)

\$

*** Contact your program manager with questions regarding cost shares. For prepayments student must submit an SF1164 with receipt for Payment. (Contact your Student Accounting/Bursar's Office for possible waiver of prepayment/deposit requirement.) Prepayments will be reimbursed directly to the student.

***Less prepayments/cost share:

\$

Total Tuition & Fees For Term:

\$

Billing Address of University:

University Point of Contact
for billing and tuition:

Name:

Phone:

FAX:

Will your school accept Government Visa? Circle: Yes or No

Student Home Address:

E-Mail:

Home Phone:

Alternate Phone:

Class Convening/Ending
Dates This Period

Graduation Date
(MM/DD/YR)

State of Legal
Residence

TUITION RATE: (check one)

Convenes:

Ends:

In-State
Out-of-State
Contract Rate
(if applicable)

Indicate Payment Cycle (check one): Qtr ____ Semester ____ Trimester ____ Annual ____

Indicate Current Term (check one): Spring ____ Summer ____ Fall ____ Winter ____ FY 20****

****The fiscal year is 01 October through 30 September. If your Fall semester bill requires payment before 01 October, indicate current fiscal year. If the Fall bill does not require payment until 01 October or later, indicate next fiscal year.

To the best of my knowledge, the information on this form is complete and accurate. I certify the information shown above is a true representation of the cost incurred for my advanced training.

Student Signature

Date

(REVERSE OF STUDENT ACCOUNTING FORM)

G-WTT policy on Advanced Education reimbursement:

1. All members attending Advanced Education will submit Student Accounting Forms to CG-1323 for payment to the university. **A cost breakdown from the university must be attached showing tuition costs and listing only required or mandatory fees.** For direct reimbursement to the student, submit an SF1164 with attached receipt(s) to SK1 Zagaruyka, COMDT (CG-1323). Faxed copies of all forms are acceptable providing they are legible. Student Accounting Forms **with supporting documentation** may also be E-mailed to advancededucation@comdt.uscg.mil.
2. Late Fees: In all cases, the student will be responsible for any late fees accrued due to the student's failure to submit the Student Accounting Form within two days of registration.
3. USCG Headquarters Mailing Address:

COMDT (CG-1323)
US Coast Guard Headquarters
2100 Second Street, S.W. (Rm 5110)
Washington, DC 20593-0001

4. Point of contact for billing questions:

SK1 Paul Zagaruyka, USCG
Phone: (800) 842-8740 x72454
Fax: (202) 267-4493
E-mail: advancededucation@comdt.uscg.mil

5. Tuition breakdown formula: (complete one line for each separate degree)

1ST Degree: Cost per Credit Hour: \$_____ X Number of Credit Hours This Term: _____ = Tuition: \$_____

2ND Degree: Cost per Credit Hour: \$_____ X Number of Credit Hours This Term: _____ = Tuition: \$_____

TOTAL: \$_____

EXAMPLES:

For a single Bachelors or Masters degree:

Cost per Credit Hour: \$ 400 X Number of Credit Hours This Term: 9 = Tuition: \$ 3,600

For a combined Bachelors and Masters degree:

Cost per Credit Hour: \$ 400 X Number of Credit Hours This Term: 9 = Tuition: \$ 3,600

Cost per Credit Hour: \$ 300 X Number of Credit Hours This Term: 6 = Tuition: \$ 1,800

Total: \$ 5,400